

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Acting Director of Training

DATE: 9 December 1959

FROM : Registrar/TR

25X1

SUBJECT: Weekly Activity Report No. 47  
2 December - 8 December 1959I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

25X1

1. Three special [ ] briefings held during the week  
are worth noting.a. Sunday, 6 December, at Bolling Field for the  
National Guard Group currently at [ ] 25X1b. The OC briefing for 60 JOT's on Tuesday,  
8 December 1959.

c. Saturday, 12 December, for wives of JOT's.

2. Normally, the Agency is allocated five spaces in each  
National War College lecture. Recently, about ten lectures  
have been oversubscribed. We have been able to obtain addi-  
tional spaces to meet our heavy requests.3. For information: The members of the Agency Publica-  
tions Board are:

DD/I - Robert Amory

alternate

25X1

DD/P - [ ]  
DD/S - [ ]

25X1

[ ] of Logistics has been directed by the  
Chairman, Lyman Kirkpatrick, to attend all meetings. In the  
absence of the DD/S statutory representative, Mr. [ ]  
will also serve as his alternate. [ ] of the IG's  
office is the Secretary.

25X1

25X1

25 YEAR RE-REVIEW

~~CONFIDENTIAL~~~~SECRET~~

~~SECRET~~

SUBJECT: Weekly Activity Report No. 47  
2 December - 8 December 1959

4. The November-December issue of the Bulletin has been published.

5. Our language awards costs are the principal reason for a meeting of the Committee for Language Development on this Thursday, 10 December. The total FY '60 expenditure \$83,750, shown on Transmittal List No. 18, dated 8 December, will figure prominently in the Committee's action to reduce costs. In our office we have yet to evaluate tests of approximately 160 employees with respect to awards. At first glance 45 are not awardable. This remainder, plus those we have not received from the Testing Branch (c. 275), should take our first six months well over the \$100,000 mark. We caution, however, that these would not be processed by 31 December, but they would still come in under a six-months testing total.

25X1

6. Except for a few publication details, the headquarters edition of the CY '60 schedule of OTR and TSS courses is ready for printing. We are awaiting the decision of the Senior Training Officer, DD/P, Mr. [ ] on the publication of a field version. We will not, however, delay the printing of our local edition. As soon as all is in readiness we will send it to PSD.

25X1

7. [ ] has prepared an all-inclusive outline of the proposed text of a Guide for Training Officers, for the analysis and review of our Registrar Staff. When we get all opinions and final decisions on the contents we will submit the outline for approval of the DTR.

25X1

8. OTR Regulation [ ] "Mission and Functions of the Office of Training", is in final editorial preparation for printing.

25X1

25X1

9. [ ] conferred with [ ] Tuesday morning with respect to:

- a. An historical file on OTR regulations and notices.
- b. Updating OTR regulations and notices.
- c. Renumbering future revisions of OTR regulations to conform to CIA categories, where necessary.

~~SECRET~~

~~SECRET~~

SUBJECT: Weekly Activity Report No. 47  
2 December - 8 December 1959

25X1 10. The Special Report for MMPD was completed on 4 December.  
25X1 The report consisted of military detailees (according to parent service) assigned to the Agency. From this listing MMPD wanted to know how many officers had received Operations Training while on detail here. Helen, Laurie and Donna checked a total [redacted] names, [redacted] of whom had received Ops Training.

11. The Management Staff was able to accommodate the 55 students enrolled in the DD/P Filing Workshop on Monday (7 December). Arrangements were made by Marie for an extra shuttle to take the majority of the group direct to 16th Street.

25X1 12. [redacted] met with [redacted] OL/TO, on Monday to make arrangements to include the Logistics Support Courses on the Agency Training Record. From indications, this should be completed in time to be incorporated in the revised January 1960 run.

25X25X1 13. [redacted] father-in-law died Tuesday morning. [redacted] will be on emergency annual leave from Wednesday through Friday.

14. During the week 2 December - 8 December 1959, 998 persons were enrolled in OTR conducted training:

DD5  
303 enrolled in 53 classes ( 9 languages) voluntary  
201 enrolled in 46 classes (16 languages) internal  
227 enrolled in 8 Intelligence School courses  
74 enrolled in 5 Operations School courses  
59 enrolled in 3 SIC courses  
19 enrolled in 1 area course  
19 Dependents  
7 from other Government agencies  
80 Junior Officer Trainees  
9 National Guard (Includes one Agency employee)

[redacted]

25X1

~~SECRET~~